Teacher Competency Audit

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1= Never Attempted | 2 = Beginning | 3 = Developing | 4= Achieved |

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| **Core Competencies** | **1** | **2** | **3** | **4** |
| **Operate effectively within the desktop environment**  Start up and shut down a computer safely  Use a computer control panel  Create, manage, organise and arrange files and directories/folders  Copy, delete, move and rename files and directories/folders  Move and resize windows ‑ maximize and minimize windows  Use the operating system find features to locate specific files  Demonstrate understanding of ergonomic and OH&S issues related to computer use |  |  |  |  |
| **Perform basic operations within computer software packages** |  |  |  |  |
| Open a required software package  Create a new document  Work with an existing document template  Amend an existing document  Save a document in a specified location  Save a document in a specified format, other than the default format. (Save as, read only)  Use an application's 'Help' facility |  |  |  |  |
| **Perform core application tasks common to all software applications** |  |  |  |  |
| Apply basic text formatting changes such as fonts, sizes, colours and attributes such as bold, italic and underline  Cut, copy and paste information from one location to another  Print a selection/range of pages  Set print options such as paper size and orientation, and selecting a printer  Use the Australian version of editing/proofing tools such as Spellchecker, Thesaurus and Find/Replace  Insert a graphic image from a clipart collection  Insert a graphic image from an external file  Apply alignment properties to text  Use 'wizards' within applications  Use the right mouse button to perform common tasks  Understand the need for and use keyboard shortcuts |  |  |  |  |
| **Demonstrate basic graphics skills in creating, working with and modifying images** |  |  |  |  |
| Choose an appropriate image file format and size for a given purpose  Create, move, resize, reshape and crop objects  Change the layer order of multiple objects e.g. move to back  Align and group multiple objects  Include and edit text |  |  |  |  |

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| **Demonstrate basic word‑processing skills as they create, work with and modify text documents** | | **1** | | **2** | | **3** | | **4** |
| Insert headers and footers  Create section and page breaks  Create multiple columns of text  Use tabs and indents  Use bullets and numbering  Create tables and format cell size  Set margins  Set line spacing  Use the 'mail merge' feature in appropriate situations  Use the customising feature  Use footnotes  Use styles  Create a form letter  Create forms that can be completed digitally  Create envelopes and labels  Use the drawing toolbar to create diagrams etc. | |  | |  | |  | |  |
| **Demonstrate basic spreadsheets skills as they create, work with and modify files** |  | |  | |  | |  | |
| Use cell addresses to locate a cell  Understand the concepts of text, numbers and formulae in a cell  Understand the concept of a range of cells  Use basic mathematical operations (+, ‑, \*, /, ^) to construct simple formulae  Construct formulae using absolute and relative references  Use basic functions (sum, average, max, min, count)  Sort information according to desired criteria  Fill cell contents using commands (Fill down, Fill right)  Create appropriate charts based on spreadsheet data  Set a print area of a spreadsheet  Use the paste special functions  Select non continuous ranges of cells in creating and organising charts  Apply filters on data  Use multiple sheets |  | |  | |  | |  | |
| **Demonstrate basic database skills to create, work with and modify files** |  | |  | |  | |  | |
| Understand basic database terminology (fields, records, files)  Use basic search techniques to find information in an existing database  Create a simple (flat file) database  Sort information according to desired criteria  Add and delete records to an existing database  Discriminate between form and list views  Create a report according to desired criteria  Create a data input form  Distinguish between numeric and text fields  Use searches and queries to find desired information |  | |  | |  | |  | |
| **Demonstrate basic multimedia skills to create, work with and modify multimedia based files** |  | |  | |  | |  | |
| Identify the components of a multimedia presentation (e.g. PowerPoint)  Design and plan a multimedia presentation e.g. storyboarding  Demonstrate an awareness of screen design principles  Insert media elements in a digital form (photograph, sound, video, etc)  Create and present a linear multimedia presentation  Create and present a non-linear multimedia presentation  Discriminate between different file formats and their respective uses and limitations. (e.g. tiffs, gif, mpeg, jpeg) |  | |  | |  | |  | |

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| **Conduct research using information and communication technologies** | **1** | **2** | **3** | **4** |
| 1. Access data stored on CD‑ROMs, private computer networks and the Internet 2. Use a search engine to find desired information 3. Select an appropriate search engine when using the Internet 4. Use more defined searching techniques e.g. Boolean operators 5. Understand the sections of an Internet address 6. Demonstrate compliance with legal and ethical issues related to plagiarism, copyright and intellectual property 7. Download and save a document as text 8. Download and save a file from the Internet/CD Rom 9. Use discussion facilities and mailing lists |  |  |  |  |
| **Demonstrate Internet / Intranet communication skills, including use of email** |  |  |  |  |
| 1. Check, create, send and reply to email 2. Send an attachment with an email 3. Demonstrate an understanding of accepted online "netiquette" 4. Understand safe working practices relating to potential virus threats 5. Use calendar function in GroupWise/Outlook 6. Create, manage, organise and arrange files and folders |  |  |  |  |
| **Use a range of peripherals** |  |  |  |  |
| 1. Use a digital camera to take photos 2. Download images from a digital camera 3. Use a scanner to capture drawings, photos etc to be used in presentations 4. Burn a CD |  |  |  |  |